

Inyo-Mono IRWM Planning Grant Application

Attachment 4: Budget

This budget narrative summary is to accompany the projected Inyo-Mono Integrated Regional Water Management Plan (I-M IRWMP) budget detail (Table 4-1) below. The budget detail lists individual budget categories and line items that support a twelve-month budget to update and revise the initial Inyo-Mono Integrated Water Management Plan which will be submitted in early 2011. Below is a brief overview of the planning process, the budget detail, and a summary narrative for each budget line item.

Planning Process Overview:

The Inyo-Mono Regional Water Management Group (I-M RWMG) is going to complete its initial IRWMP by the deadline for Round 1 of the Proposition 84 implementation grant funding submittals. The initial planning project is expected to produce the following 5 results (outcomes):

- An initial plan enabling the Inyo-Mono RWMG to pursue Proposition 84, Round 1 Implementation Funding.
- A long-range collaborative organizational structure for implementing the IRWMP.
- Infrastructure developed to educate and involve area communities, especially disadvantaged communities and Native American tribes, in the collaborative implementation of the IRWMP.
- An initial prioritized list of IRWMP projects with scopes of work, performance measures, economic benefit analysis, and estimated costs.
- An initial database of identified resources for funding and implementing the IRWMP.

The planning effort is using a collaborative approach that involves the I-M Planning Committee, working groups, outreach to and input from appropriate public entities, the general public, disadvantaged communities, tribes and tribal organizations, and other stakeholders. With receipt of the Proposition 84 Round 1 Planning Grant, the I-M RWMG plans to undertake an iterative process to update and revise the initial IRWMP. This process will include several draft plan versions that will provide both the I-M RWMG Planning Committee and area stakeholders an opportunity to understand and affect the final Plan. The process will also include extensive outreach and involvement of interested parties to help identify and develop potential projects for inclusion in the Phase II effort.

Table 4-1. Budget detail.

Task	Description	Match Amount: Match source	Grant	Total	% Match
1	Enhance and Maintain Inyo-Mono IRWMP Collaborative Process & Stakeholder Involvement	\$15,578: CalTrout (\$4,498)/Planning Committee member agency(\$11,080)	\$75,000	\$90,578	17%
2	Update all relevant planning documents and processes in the Inyo-Mono Region	\$2,500; Planning Committee member agency	\$7,500	\$10,000	25%
3	Re-evaluate governance and organizational structure for Inyo-Mono IRWMP	\$1,000; Planning Committee member agency	\$9,000	\$10,000	10%
4	Incorporate Climate Change into the Inyo-Mono IRWM Plan and Develop Climate Change Adaptation Strategies	\$1,000; Planning Committee member agency	\$10,000	\$11,000	9%
5	Conduct Region-Wide Outreach to Refine Phase I Issues, Goals, Objectives, and Strategies	\$6,000 Planning Committee member agency	\$40,000	\$46,000	13%
6	Solicit & Evaluate Phase II Projects from Inyo-Mono Planning Region	\$44,460: Sierra Nevada Alliance (\$9500)/Chaten-Brown and Carstens (\$24,960)/Federal Rural Water Association (\$10,000)	\$36,419	\$80,879	55%
7	Develop Draft Inyo-Mono IRWMP Phase II, including prioritized projects	\$14,000; Planning Committee member agency	\$26,000	\$40,000	35%
8	Review and evaluate draft Inyo-Mono IRWMP Phase II with Planning Committee	\$5,000; Planning Committee member agency	\$21,000	\$26,000	19%
9	Develop and Submit Final Inyo-Mono IRWMP, Phase II	\$2,000; Planning Committee member agency	\$11,000	\$13,000	15%
10	Maintain and Enhance Inyo-Mono IRWMP Website, GIS, and Communication Tools	\$2,500/Bishop Paiute Tribe	\$1,696	\$4,196	150%
	Totals	\$94,038	\$237,615	\$331,653	28%

Planning Budget Narrative Summary:

The following narrative provides a detailed description of the budget presented above.

Staffing

The Project Director position will manage and coordinate the various technical support contracts, represent the I-M IRWMP in meetings locally and at the State, oversee IRWMP Planning Committee communications, documentation and reporting to funding sources and others (estimated at \$40/hour). The position will participate in most sub-committee and/or work group meetings to provide consistency and coordination between Planning Committee assigned sub-tasks. The Project

Director will be directly involved with research and drafting of the Phase II I-M IRWM Plan. This position is anticipated to be at least a 30% FTE (\$24,960).

The Project Manager position will provide support to the Project Director by directing the Planning Committee and its work groups, overall logistics, and by providing meeting documentation. This position will also assist the Project Director with other work schedule coordination and meeting agendas, meetings summaries, and other material distribution and support activities as appropriate. The position will also help consultants with logistics and local community contact. The Project Manager will supervise project files, data and information for reporting to the Planning Committee, funding sources and other tasks as required. The Project Manager will attend Planning Committee and some work group meetings as appropriate to prepare summaries. The Project Manager will be directly involved with research and drafting the Phase II I-M IRWM Plan. This position is anticipated to be at a 50% FTE at \$30 per hour (\$31,200). A Project Assistant will also provide support to the overall effort by being available to assist with all tasks as necessary. This position is anticipated to be at least a 35% FTE at \$20 per hour (\$14,560).

Employee benefits include FICA (7%), Workers Compensation Insurance (WCI) (3%), Unemployment Insurance (UI) (3%), State Disability Insurance (SDI) (1%), and the usual benefits of vacation and sick days (5%) as a total percentage of salaries. Thus, estimating approximately 20% of total staff salaries results in an estimated \$14,144 in benefit costs.

Travel

Project staff travel for meetings, workshops, and other anticipated travel is estimated to be 3,000 miles over 12 months and projected at reimbursement at \$0.58 mile. Staff out-of-area travel is anticipated to be for 10 meetings (4 with DWR, 4 with other regional efforts and attendance at 2 conferences) at 800 miles round trip average and \$150 a day for rooms and meals for 10 days. Staff travel for Planning Committee meetings is estimated at 200 miles roundtrip for 10 meetings. Meetings are held across the Inyo-Mono Region and, thus, travel is extensive.

Planning Committee members' travel for attending meetings (both Planning Committee and other work group meetings) is anticipated to generate in-kind for travel to the yearlong planning project. Assistance for travel reimbursement and meals for Project Staff and Disadvantaged Communities (DAC) participation in Planning Committee and sub-committee or work group efforts is projected at \$11,600. To offset the costs of travel incurred by participants from DACs, \$6,000 is requested in the grant and this will provide for reimbursement of mileage claimed by DAC participants during the planning process.

Travel for reimbursing consultants for mileage, lodging, and per-diem expenses is estimated at \$5,000. \$150 per day is budgeted for consultant meals and accommodations in the IRWMP meeting area. \$1,000 of the lodging expenses is anticipated to be provided for through in-kind contributions from Planning Committee organizations.

Sub-Contracts for Technical Assistance

The I-M RWMP Phase II revision process relies on the support of a number of technical consultants which are described below.

Project Facilitator: Building on the strong relationship developed during the I-M IRWMP Phase I effort, the Center for Collaborative Policy (CCP) would be retained to provide facilitation and strategic planning assistance. CCP's involvement is estimated at four (4) days per month average over a 10-

month period at a rate of \$155 per hour for a total of \$49,600. The Facilitator will travel to and attend and facilitate key Planning Committee meetings and as appropriate work groups to ensure that each meeting has an agenda and that appropriate materials are distributed in time for members to review them before the meeting. The Facilitator will also assist in meeting preparation and follow up work and communication as necessary to coordinate meeting and work process communications.

California Rural Water Resources: The I-M RWMG is excited to collaborate with the California Rural Water Association (CRWA) to assist in soliciting and developing proposals from the varied rural communities within the I-M Region. CRWA will specifically assist by helping rural communities and, in particular, DACs and tribal areas, evaluate their water-related infrastructure and necessary for the development of project proposals for consideration by the I-M RWMG. Since many DACs and rural areas lack the technical expertise to understand what their most pressing needs are, CRWA will be able to assist in evaluating existing conditions in order to determine what exactly is needed to increase water quality, reliability, use efficiency, and overall improved water management. CRWA will conduct up to four (4) workshops as well as provide up to twenty (20) focused water system assessments within the planning region in order to help identify and document the most pressing water related issues. Each training is estimated at \$2,500 and each focused assessment costs \$500. CRWA has offered to provide \$10,000 in cash match from federal sources towards the grant request of \$10,000 for a total of \$20,000 for their services.

Environmental Regulation Compliance Strategist: Doug Carstens and Jan Chatten-Brown have generously offered their services to provide four (4) workshops in two (2) separate trips to help rural communities and interested parties receive useful information about CEQA and about how to ensure regulatory compliance for projects being proposed to the Planning Committee for inclusion in the I-M IRWMP, Phase II. Chatten-Brown and Carstens have been providing similar well-received workshops for the Planning and Conservation League Foundation, and the grant request includes \$1,800 for forty (40) Training Guide Books for distribution at the workshops. \$24,960 is being provided in a cash match to cover the professional labor and travel costs necessary to conduct the workshops (32 hours labor for workshops + 12 hours travel and prep at \$550/hour = \$24,200 + \$400 in direct costs = \$24,960)

Grant Writer: Understanding that many community service districts and rural areas will need assistance developing and completing competitive IRWMP Phase II project proposal solicitation paperwork, \$10,500 is requested in the grant to provide for a professional grant writer. This consultant will attend and contribute to the four (4) workshops described in Task 6 of the work plan and will also be available for up to 60 hours to work with applicants to ensure completeness of materials in accordance with criteria set by the I-M Planning Committee and guidelines provided by the CA Department of Water Resources. Grant writer is anticipated to cost \$75 per hour.

Organizational Development Consultant: Budgeted at \$75 per hour for a total of 15 days (\$9,000), this consultant will work with I-M Planning Committee and/or its assigned work group to research and present organizational options for overseeing the implementation of the Phase II IRWMP. By doing so, the Planning Committee will identify and develop its long-range organizational form / structure (e.g. continued informal association detailed in an MOU, non-profit organization, Joint Powers Agreement agency (JPA), Private Corporation, or other form). As detailed in Task 3 of the work plan, this consultant may be tasked with assisting in completing and filing all necessary documentation as required for whichever organizational structure is selected.

Climate Change Expert: By working with a greenhouse gas emissions accounting consultant and with support from the Sierra Nevada Alliance, the I-M Planning Committee will incorporate climate change

emission reduction and adaptation information, considerations, and strategies into key elements of the Phase II I-M IRWM Plan. As Task 4 of the work plan details, this effort will, among other accomplishments, develop an evaluation of the adaptability to climate change for the water management strategies in the I-M Region already identified in the Phase I I-M IRWM plan as well as enhance the proposed project development and review process/criteria. The consultant is estimated at \$75 per hour for up to 120 total hours (\$9,000).

Website and GIS Consultants: Technical website assistance is projected \$65 per hour for an average of three (3) hours per month along with another three (3) hours per month in in-kind support. This level of support will maintain and make approved changes to the I-M IRWMP website as detailed in Task 10 of the work plan. In addition to maintaining the site with current documents and meetings summaries, the Planning Committee would like to enhance the website by providing a discussion forum and polling capabilities to help provide timely input on key matters being addressed during the Phase II effort.

In addition, a GIS expert is sought at \$70 per hour for up to five (5) hours per month during the year to help expand the effort's mapping capabilities and project assessment and monitoring tools and to ensure that project mapping and metadata are compatible with existing statewide data frameworks.

Other Costs

Various administrative costs are included in the budget detail and cover such items as conference call lines (\$100 per month), staff telephone calls and Internet access (\$150 per month), computers (\$1,500), a conference call machine (\$700), an LCD projector for use at meetings and workshops (\$1,200), office space and utility costs (\$1,300 per month), and consumable supplies such as paper, ink, pens, flip charts, binders and similar materials (\$150 per month). The total cost of these items is \$24,800 for the year.

Administration of the project grant generally includes, but is not limited to, fiscal agent oversight and supervision of staff, accounting, payroll, HR requirements, project general liability insurance, overseeing reporting to funding sources and responding to staff, Planning Committee, Funding Source and public queries and problem solving. These tasks are estimated at 5% of the total direct cost of the project and are \$13,532, \$4,498 of which is provided as match.

Budget Detail and Match Information

As outlined in the budget detail and summary, the estimated costs are shown by staff, travel, sub-contracts for technical assistance, and other direct costs, including administrative overhead. These costs have been spread over the appropriate tasks presented in the work plan and are presented below to provide a breakdown of the total funds both being requested in the grant as well as being provided for in either direct cash match or in-kind contributions. The total match contribution is 28% and includes \$94,038 in in-kind match contributions from numerous sources *e.g.*, Sierra Nevada Alliance, Chaten-Brown and Carstens, Bishop Paiute Tribe, California Rural Water Association (Federal), and Planning Committee Members.